

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

☒ ACTION 05-04
☐ NOTICE

ISSUE DATE: 3/2/05
DISPOSAL DATE: On-going

*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

To: W-2 Agencies

From: Bill Clingan /s/
Division Administrator

RE: W-2 and Related Programs Subcontracts

PURPOSE: The purpose of this memo is to release an updated financial policy on subcontracts.

BACKGROUND: The W-2 agency may subcontract for some or all of the services covered in the W-2 Contract, in accordance with the terms of the W-2 Contract. This financial policy replaces DWS Administrator's Memo 03-04, W-2 Purchase of Service/Subcontracting.

POLICY: Apply this financial policy to all W-2 subcontracts.

ACTION SUMMARY STATEMENT:

CONTACT: Department's Contract Manager

Attachment(s): Financial Policy, Attachment A: Model Subcontract, Attachment B: Model Amendment, Attachment C: W-2 Subcontract Log Instructions, Attachment D: Subcontractor Agency Identification Form, Attachment E Affidavit of Fair Competition for Subcontractors, and Attachment F: Employee Bonus form

cc: Department Contract Managers

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	